

officers assigned to active units, often perform functions which are peculiar to that duty. In order to ensure that due consideration is given to these factors, the duty description should note these conditions. As a minimum, the description will include principal duties and significant additional duties. When a warrant officer is serving in a commissioned officer position, cite in Part IIIe the approval authority from HQDA, (AR 611-112, para 1-7e).

(3) When an officer is serving under dual supervision, the statement "Officer serving under dual supervision" will be entered as the first line of the duty description. The duty description will be jointly developed by the supervisors in each chain of command.

### 3-19. Part IV, Performance Evaluation - Professionalism

a. Part IV of DA Form 67-9 is completed by the rater, including the Army Physical Fitness Test (APFT) performance entry and the height and weight entry in Part IVc. Part IV contains a listing of the Army values and the dimensions of the Army's leadership doctrine that define professionalism for the Army officer. They apply across all grades, positions, branches, and specialties. They are needed to maintain public trust and confidence and the qualities of leadership and management needed to maintain an effective officer corps. These values and leader attributes/skills/actions are on the DA Form 67-9 to emphasize and reinforce professionalism. They will be considered in the evaluation of the performance of all officers.

b. Detailed instructions for completing Part IV Performance Evaluation - Professionalism are as follows:

(1) Part IVa - Army Values. The rater will check either a "yes" or "no" in the values block. Mandatory comments are required for all "no" entries. Comments will be made in Part Vb. Base each entry on whether or not the rated officer meets or does not meet the standard for each particular value. Comments, if provided, will refer to a specific value and be included in the narrative in Part Vb; sample reference: "A solid, trustworthy officer whose integrity is beyond reproach." A list of the values and their definitions are as follows (a more detailed explanation can be found in FM 22-100):

(a) HONOR - Adherence to the Army's publicly declared code of values.

(b) INTEGRITY - Possesses high personal moral standards; honest in word and deed.

(c) COURAGE - Manifests physical and moral bravery.

(d) LOYALTY - Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier.

(e) RESPECT - Promotes dignity, consideration, fairness and equal opportunity.

(f) SELFLESS SERVICE - Places Army priorities before self.

(g) DUTY - Fulfills professional, legal and moral obligations.

(2) Part IVb - Leader attributes/skills/actions. The rater will place an "x" in either the "yes" or "no" box for each attribute/skill/action. Comments are mandatory for any "no" entries. The rater must choose one attribute from Part IVb.1, two skills from Part IVb.2, and three actions from Part IVb.3 that best describe the rated officer's strengths by placing an "x" in the numbered box. Comments may be provided on these strengths or any other leadership attributes/skills/actions in Part Vb. A list of attributes/skills/actions and their definitions are as follows:

(a) ATTRIBUTES: (Choose one) Fundamental qualities and characteristics.

1. MENTAL - Possesses desire, will, initiative, and discipline

2. PHYSICAL - Maintains appropriate level of physical fitness and military bearing.

3. EMOTIONAL - Displays self-control; calm under pressure.

(b) SKILLS (Competence): (Choose two) Skill development is part of self-development; prerequisite to action.

1. CONCEPTUAL - Demonstrates sound judgment, critical/creative thinking, moral reasoning.

2. INTERPERSONAL - Shows skill with people: coaching, teaching, counseling, motivating and empowering.

3. TECHNICAL - Possesses the necessary expertise to accomplish all tasks and functions.

4. TACTICAL - Demonstrates proficiency in required professional knowledge, judgment, and warfighting.

(c) ACTIONS (Leadership): (Choose three) Major activities leaders perform: influencing, operating, and improving.

1. INFLUENCING: Method of reaching goals while operating/improving.

• COMMUNICATING—Displays good oral, written, and listening skills for individuals/groups.

• DECISION MAKING—Employs sound judgment, logical reasoning and uses resources wisely.

• MOTIVATING—Inspires, motivates and guides others toward mission accomplishment.

2. OPERATING: Short-term mission accomplishment.

• PLANNING—Develops detailed, executable plans that are feasible, acceptable, and suitable.

• EXECUTING—Shows tactical proficiency, meets mission standards, and takes care of people/resources.

• ASSESSING—Uses after-action and evaluation tools to facilitate consistent improvement.

3. IMPROVING: Long-term improvement in the Army, its people and organizations

• DEVELOPING—Invests adequate time and effort to develop individual subordinates as leaders.

• BUILDING—Spends time and resources improving teams, groups, and units; fosters ethical climate.

• LEARNING—Seeks self-improvement and organizational growth; envisioning, adapting, and leading change.

### 3-19.1. Part IVc, Height Weight/APFT

a. The rater will enter (typed) the Army Physical Fitness Test results and the height and weight data of the rated officer in Part IVc. These entries will be verified by the senior rater and the rated officer when they complete and sign their portion(s) of the OER. If any of these entries are missing, regardless of the reason, the rater will explain the absence in Part Vb. Comments are also required for certain entries related to APFT and height/weight information as detailed below.

b. Detailed instructions for completing APFT entries at Part IVc are as follows:

(1) In the space after the word "APFT" the rater will enter (typed) "PASS" or "FAIL" and in the space after the word "date" enter the month and 4-digit year of the APFT result (APFT refers to both the PT Test for officers without profiles consisting of push-ups, sit-ups, and the two mile run and the alternate PT Test as prescribed by health care personnel for officers with permanent profiles); or "PROFILE" and the month and 4-digit year the profile was awarded. These entries will reflect the officer's status on the date of the most recent APFT administered by the unit as of the thru date of the report. Sample entries are; "PASS JAN 1998", "FAIL FEB 1998", or "PROFILE MAR 2000". APFT numerical scores will not be entered.

(2) The rater will explain an APFT entry of "FAIL". Comments on "FAIL" entries will address reasons for failure and note any progress toward meeting physical fitness standards (AR 350-41). Comments on "PROFILE" entries will be made only if the rated officer's ability to perform his/her assigned duties is affected. Provide comments in Part Vb.

(3) If the APFT has not been taken within 12 months of the thru date of the report the APFT data entry will be left blank. The rater will explain the absence of an APFT entry in Part Vb.

(4) An APFT entry is not required for pregnant officers who are exempt from the APFT in accordance with AR 40-501. For pregnant officers who have not taken the APFT within the last 12 months due to pregnancy, convalescent leave and temporary profile, the rater

will enter the following statement in Part Vb: "Exempt from APFT requirement IAW AR 40-501".

c. Detailed instructions for completing height and weight entries are as follows:

(1) In the space after Height and Weight the rater will enter (typed) the rated officer's height and weight respectively as of the units last weigh-in. If there is no weigh-in during the period covered by the report, the rater will enter the officer's height and weight as of the "thru" date of the OER. An entry of "YES" or "NO" will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600-9. Sample entries are: "HEIGHT: 72 WEIGHT: 180 YES", "HEIGHT: 71 WEIGHT: 225 NO", or "HEIGHT: 73 WEIGHT: 215 YES".

(2) For an officer who exceeds the screening table weight a "YES" entry may only be entered after a body fat measurement has been completed and he or she is found to be within body fat standards.

(3) The rater will comment on a "NO" entry, indicating noncompliance with the standards of AR 600-9 in Part Vb. These comments should indicate the reason for noncompliance; medical conditions may be cited for noncompliance, however, the "NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in weight control programs should be indicated.

(4) For pregnant officers, the entire entry is left blank. The rater will enter the following statement in Part Vb: "Exempt from weight control standards of AR 600-9".

### **3-19.2. Part IVd Junior Officer Developmental Support Form**

a. If the rater rates any LTs/WO1s, he or she places a "x" either in the "yes" or "no" box to indicate compliance with the requirements of the JODSF (DA Form 67-9-1a). The JODSF rater's responsibilities are described in paragraph 3-12.

b. If the rater does not rate any LTs/WO1s, he or she places an "x" in the "NA" box.

c. Comments are mandatory for a "no" entry and are written in Part Vb.

### **3-20. Part V, Performance and Potential Evaluation (Rater)**

a. Part V of the form provides for the rater's evaluation of the rated officer's performance and potential. (These evaluations are further defined in para 1-10.)

b. Detailed instructions for this part are as follows:

(1) Part Va. The rater compares the rated officer's performance and potential for promotion with that of his or her contemporaries (para 1-10). The focus is on results achieved and the manner by which they were achieved. The rater places an "x" in the appropriate box. The "Other" box in Part Va is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. The rater may use the "Other" box for colonels (0-6) if he or she wishes to recommend retention on active duty without advocating promotion to brigadier general. The "Other" box may also be used for those reports made according to paragraph 3-45, if the rater decides it is appropriate. This box may not be used with entries in Part Vb as a gimmick to highlight promotion recommendations. These recommendations are more appropriately described by other boxes.

(2) Part Vb. The rater comments on specific aspects of performance and potential. These comments are mandatory. As a minimum, the comments should address the key items mentioned in the duty description in Part III and, as appropriate, the duty description, objectives and contributions portions of the OER support form. Evaluation of potential consists of an assessment of the rated officer's ability to perform in positions of greater responsibility. Comments should be specific and address, as appropriate, the officer's potential for promotion, military and civilian schooling, specific assignment (both in terms of level of organization and level of responsibility), and command. Comments regarding separation

should be reserved for the rated officer's final active duty report. If the report is not a final active duty OER, comments concerning separation are permitted only if the rated officer has an approved release date or if a retirement application has been received by PERSCOM. If the rated officer is retiring, or is being released to the U.S. Army Reserve (USAR) after 20 or more years of active duty, the rater will indicate the grade and assignment for which the officer should be recalled to active duty in the event of mobilization (e.g., grade of colonel, installation DPCA). This recall statement applies only if the OER is the rated officer's final active duty report.

(3) Part Vc. (Completion of this block concerning unique skills is optional.)

(a) The rater will provide narrative comments indicating any unique skills/expertise which the rated officer possesses. The rater should focus on identifying any ability of special value to the Army which may not be evident in other areas of an officer's personnel file. This may include a detailed understanding of a particular technological application, a specialized expertise in an aspect of the Army's mission, or an in-depth understanding of a foreign culture. Some of the types of unique skills to consider are:

1. Simulations
2. Language proficiency/fluency
3. Special computer skills
4. Advanced technical degree
5. Special resource management skills
6. Special writing skills (published author)

(b) Upon implementation of the Officer Personnel Management System (OPMS) XXI, rater's must enter a recommended Career Field for all Army Competitive Category CPTs through LTCs.

### **3-21. Part VI, Intermediate Rater (if applicable)**

a. This section is for the intermediate rater's evaluation of performance and potential, if applicable. This is the only part of the report that is completed by the intermediate rater.

b. Narrative comments by the intermediate rater are mandatory. Simply stating concurrence with the rater's evaluation does not fulfill the intent of this paragraph. If the intermediate rater has not been in the position the minimum number of days necessary to evaluate the rated officer, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) intermediate rater for the required number of days."

c. If the intermediate rater performs the functions of the rater, as authorized in paragraph 2-20b, he or she will complete the rater's parts of the form. In this case, Part VI will only cite the authority and reasons for assuming the rater's responsibilities.

### **3-22. Part VII, Senior Rater**

a. Part VII of the DA Form 67-9 provides for the senior rater's evaluation of the rated officer's performance and potential and is intended to capitalize on the senior rater's additional experience, broad organizational perspective, and tendency to focus on the organizational requirements and actual performance results. To assist the senior rater, information on the rated officer is contained on DA Form 67-9-1 and is intended to supplement more traditional means such as personal observation, reports and records, other rating officials, etc. To ensure that the senior rater is a senior official with a broad organizational perspective, minimum requirements are set forth in paragraph 2-6.

b. In evaluating the whole officer, rating officials may consider the fact that an officer is in a zone of consideration for promotion, command, or school selection. Accordingly, a subsequent statement from a rating official that he or she rendered an inaccurate "center of mass" or lower evaluation of a rated officer's potential in order to preserve "above center of mass" ratings for other officers (e.g. those in a zone for consideration for promotion, command, or school selection) will not be a basis for appeal.

c. The senior rater's evaluation is made by comparing the rated officer's performance and potential with all other officers of the same grade the senior rater has rated or will rate, (First and Second Lieutenants are compared separately and will be tracked separately